

Status

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Virginia Office of Emergency Medical Services

EMS Contact
Gary Brown/OEMS

EMS Advisory Board Executive Committee Meeting Minutes

Date 02/07/2003

Time 10:00 AM

Location The Place at Innsbrook

02/07/2003 10:00 AM The Place at Innsbrook

Attendance

Committee Members Donald Barklage Jr, Scott Chandler, Chip Decker, Michael Gonzalez MD, Theresa Guins MD, Genemarie McGee, David Palmer, Karen Wagner

Absent James Hurlock Jr (excused), Stewart Martin MD (excused), Elizabeth Martin (excused)

Staff Gary Brown/OEMS, Ken Crumpler/OEMS, Carol Gilbert/OEMS, Irene Hamilton/OEMS, Karen Head/OEMS, Michael Short/OEMS, Kenny Updike/OEMS, Scott Winston/OEMS

Others Connie R Purvis, Gary P Critzer, Jim Chandler, Melinda Duncan, Michael B Player, Rob Logan, William Bullock, Zac Cullen, Bryan McRoy, Bob Crowder

Committee Members

Donald Barklage Jr
Michael Gonzalez MD
David Palmer

Scott Chandler
Theresa Guins MD
Karen Wagner

Chip Decker
Genemarie McGee

Absent

James Hurlock Jr (excused)

Stewart Martin MD (excused)

Elizabeth Martin (excused)

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Gary Brown
Irene Hamilton
Kenny Updike

Ken Crumpler
Karen Head
Scott Winston

Carol Gilbert
Michael Short

Others

Connie R Purvis
Melinda Duncan
William Bullock
Bob Crowder

Gary P Critzer
Michael B Player
Zac Cullen

Jim Chandler
Rob Logan
Bryan McRoy

Topic/Subject

Discussion

**Recommendations,
Action/Follow-up,
Responsible Person**

Call to Order

Dave Palmer called the meeting to order at approximately 11:10 a.m.

Review & Approval of minutes from last meeting
Agenda Items

- | | | |
|--|---|-------------------------------|
| <p>1. Welcome and Opening Remarks</p> <p>2. Purpose of Meeting</p> <p>3. Roll Out Ad Hoc Report to the Executive Committee and the Advisory Board.</p> | <p>1. Dave Palmer welcomed the committee and guests.</p> <p>2. Mr. Palmer gave an overview of the meeting's agenda.</p> <p>3. Mr. Palmer recaped the charge for the Ad Hoc Committee.</p> <p>Review the Advisory Board By-Laws.
The Advisory Board became aware of flaws in the By-Laws during the last election cycle for the Advisory Board.</p> <p>Review the Advisory Board configuration.
Seats and representation on the Board
Committee structure</p> <p>Revise the 4-for-Life Funding Formula
Mr. Palmer asked the Executive Committee to review the Ad Hoc Report that they receive and to share it with their constituents and represented organizations.
Mr. Palmer suggests that the entire Advisory Board hold a retreat in a couple of months that will be fully devoted to the Ad Hoc Committee's report.
The Advisory Board would hire a facilitator to oversee the retreat.</p> <p>Mr. Palmer summarized what he was asking feedback to from the Executive Committee.
The Executive Committee agree and support the very deliberate process to recommend and decide changes on the subjects they have discussed in an organized and open way that allows every idea to be heard in that process.</p> <p>Mr. Palmer asked the Executive Committee to commit to do three things in preparation of the planned Retreat.
Attend the Retreat
Preparation prior to the meeting, including to discussing with their constituents and represented organizations and get agreement or alternative ideas.
Attend the retreat prepared to support the Ad Hoc Committee's report or offer alternatives / suggestions; with the understanding that a consensus will be reached by the end of the retreat.</p> <p>The Executive Committee discussed having a retreat and reached a consensus that it would be a good idea.
Ed Snyder agreed to make a motion at the Advisory Board meeting suggesting a retreat to review and reach consensus for the Ad Hoc Committee report.</p> | <p>1.</p> <p>2.</p> <p>3.</p> |
| <p>4. Revision to State EMS Plan</p> | <p>4. The State EMS Plan needs revision.</p> <p>The Executive Committee discussed and decided that an Ad-Hoc Committee should be appointed to revise the State EMS Plan.
Mike Player has been asked and agreed to Chair an Ad Hoc Committee tasked to revise the State EMS Plan.
Don Barklage agreed to make a motion at the Advisory Board meeting endorsing the</p> | <p>4.</p> |

- establishment of an Ad-Hoc Committee to
revise the State EMS Plan.
5. Emergency Management / Chair Requests Status / Process 5. Dr. Gonzalez, Chair of the EMS Emergency Management Committee brought forth some recommendations regarding the EMS Emergency Management Committee at the last EMS Advisory Board meeting. 5.
- The committee requested to change the Mission Statement.
- The committee requested to revise the composition of the committee.
- Dr. Gonzalez agreed to have the issue of revising the composition of the committee's structure discussed during the upcoming retreat.
6. Reminder of Annual Report Process - Timeline / Style - Additional Goals and Tasks 6. Don Barklage will oversee the compilation of the Annual Report of the EMS Advisory Board and its Committees. 6.
- Mr. Barklage outlined his requirements of each standing committee chairperson.
- Summarize the past year's activities; limited to one page and in Word format.
- The summary should list:
- Major Accomplishments
 - Meeting frequencies and meeting dates
 - Ongoing goals and objectives of the committee
- This report should be submitted to Mr. Barklage by mid to late April. Mr. Barklage plans to submit the final report to Dave Palmer by the beginning of the summer.
7. Administrative Process / Support Guidance - Committee Support Needs 7. Mr. Palmer asked if any committees needed any support from the Office of EMS for current or upcoming projects. No committee chairs had any needs. 7.
8. Quarterly Advisory Board Reports 8. The latest Quarterly Report of the Office of EMS to the Advisory Board was done via email. Gary Brown, Director, OEMS, asked the committee if that was preferred or would they prefer hard copies of the report. 8.
- The Executive Committee consensus was that they prefer the hard copy of the report; and updates to the report could be done via email.
9. Ad Hoc Committee Report 9. Kent Weber, Chair of the Ad Hoc Committee gave an overview of the process the Ad Hoc Committee used in developing revisions to the By-Laws. Mr. Weber also gave a review of the changes that had been made. Mr. Weber asked Rob Logan to give an overview of the 4-for-Life funding revisions and Bill Bullock to give an overview of the proposed board composition. 9.
- Rob Logan reviewed the recommendations made for changing the 4-for-Life funding formula and gave explanations for the recommendations.
- Bill Bullock addressed the proposed changes to the Advisory Board's composition and explained how the Ad-Hoc Committee reached a consensus on the proposed changes.

10. Adjournment

10. Hearing no more business the Executive Committee adjourned at 12:10 p.m. 10.
